



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Mary T. Bassett, MD, MPH
Commissioner

Frank Cresciullo
Assistant Commissioner
Bureau of Child Care

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Dear Child Care Operator:

The New York City Board of Health recently changed Article 47 of the Health Code. These changes went into effect April 20, 2015. The revisions strengthen the requirements for child supervision and accountability during arrival and departure, off-site activities, transportation of children, and facility security. Additionally, the requirements for nutrition and physical activity were revised. **Please see the enclosed Summary of Changes to Child Care Regulations for more details.**

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Timing for Compliance

The Bureau of Child Care is conducting initial enforcement through education until September 2015. Centers have additional time to comply with three requirements as indicated below.

- Pass key ID system for entrances: November 1, 2015
- Unobstructed views of entrances and exits: November 1, 2015
- Panic bars on exterior doors: May 1, 2016

Getting Ready to Comply

Please prepare to comply with the new requirements by

1. Updating relevant procedures, forms and parent contact information
2. Training staff
3. Acquiring children's clothing or other items that identify the center's name and contact information
4. Revising your Written Safety Plan

Online Forms and Guidelines

Go to nyc.gov/health/childcare and click "[Information for Providers](#)" to find the full text of regulations and these important forms and guidelines:

- Daily Attendance Record model form
- Authorized Escorts List model form
- Daily Transportation Log model form and sample
- Guidelines for the Trip Coordinator Role and Responsibilities
- Nutrition and Physical Activity Regulations in Child Care Centers
- Nutrition and Physical Activity Best Practices for Child Care Centers
- Nutrition Guidelines for Parents

If you have any questions or to update your e-mail address, contact your local Bureau of Child Care office. For Bureau contact information, visit nyc.gov/health/childcare or call 311 and ask for "child care operations." Thank you for your continued efforts to provide safe, high-quality child care.

Sincerely,

Frank Cresciullo
Assistant Commissioner



Summary of Changes to Child Care Regulations

Article 47 of the New York City Health Code has changed. Learn about **new** requirements for child care sites.

1. Supervising Children During Arrival and Departure

Daily Attendance Records (§47.27(a))

- Maintain daily attendance records that include each child's name, arrival time and departure time. *Note:* For children who arrive or depart in a transportation service owned by, provided by or under contract to the child care site owner, the daily transportation log may serve as the attendance record.

Release of Children to Authorized Escorts (§47.57(h)(1))

- Keep a list of names, relationship to the child, address and contact information of all people authorized by parents/ guardians to escort children from child care.
- *Do not* allow a child to be released to an unauthorized escort.

Child Absences (§47.27(c)(4) and (d))

- If a child is unexpectedly absent, notify the child's parent/ guardian of the absence within **one hour** of his/her scheduled arrival time by telephone, text, e-mail or other means of immediate communication. Maintain records of all parental/ guardian notification attempts and any contacts.
 - In order to comply, maintain parent/guardian contact information on file and request that parents update it immediately when there are any changes.
- When children are first enrolled, inform parents that they must notify the center of any unscheduled child absences **no later than one hour after the scheduled arrival time**.

Secure Facility Entrances and Exits (§47.41(k))

- Monitor entrances and exits at all times during operation of the child care center. Staff, contractors and/or electronic surveillance can be used to monitor entrances and exits.
- Keep views of entrances and exits unobstructed at all times during operation. (*Effective date: November 1, 2015*)
- Secure all entrances with pass key identification or another way of limiting access to authorized people. (*Effective date: November 1, 2015*)
- Install "panic bars" on all exterior doors to prevent a child from exiting while also allowing emergency access. (*Effective date: May 1, 2016*)
 - Install panic bars between 34 and 48 inches above the finished floor, as required by 2014 NYC Building Code.

Pass Key ID System - Acceptable Examples



Proximity card access system



Keypad lock system

Panic Bar – Acceptable Example



2. Supervising Children While Taking Them Off-Site (§47.57(j))

- Before taking children off-site (even to a nearby location, such as a playground or library), designate a “trip coordinator” who is responsible for overall child supervision and staff oversight.
 - The trip coordinator must be a staff member accompanying each group of children off-site and may be counted in the required staff-to-child ratios in § 47.23 of the Health Code.
 - Group size for each trip coordinator must not exceed the requirements in § 47.23.
- Have a child accountability system (name-to-face headcounts). Use it before leaving the child care center, upon arrival off-site, at periodic intervals while off-site, before departing from the off-site location and upon arrival back at the child care center.
- Use clothing or another item for each child that identifies the child care center’s name and contact information. This item must not include any child’s name.

Note: A guidance document is available to clarify the “trip coordinator” role and responsibilities.

3. Securing Transportation Provided By, or Under Contract to, a Child Care Center

Daily Transportation Logs (§47.65(g))

- If the center owns or provides transportation services, or contracts with a transportation service, keep a daily transportation log that includes:
 - The names of children transported to and from the center
 - Arrival and departure dates and times for each child
 - Name(s) of transportation staff
 - Name, address and contact information for the transportation service
- Drivers must complete and give this log to the center when children arrive.
- During arrival and departure, supervise transfers by conducting name-to-face visual identification and confirmation for each child received from or delivered to a driver.
- Give the driver a list of children scheduled to be transported.

Driver Clearances (§47.19(a))

- Require criminal background checks and child abuse screening for people transporting children for a service that is under contract to, owned or provided by a child care center. This does not apply to people providing transportation arranged privately by parents.

4. Written Safety Plan, Medical Records, Pillows and Exit Signs

- Include in the written safety plan procedures for child supervision and accountability related to daily attendance records for the arrival and departure of children, transportation, securing and monitoring the facility, and off-site activities. Also detail the role and responsibilities of the “trip coordinator” and child accountability system(s). (§47.11(b)(6)) *(Effective date: upon your application for permit renewal)*
- You may keep medical records of children and staff in an electronic format, provided they are made available to Health Department staff during inspections or visits. Scanned copies are acceptable. (§47.25(d)/47.33(b))
- Children age 2 and older may use pillows. (§47.01(k)(10))
- All exit signs must be illuminated. (§47.59(a))

5. Nutrition and Physical Activity

Limit Amount of Juice (§47.61(b)(2))

- Give juice only to children over **2 years of age**, and give only 100 percent juice.
- Do not give children more than **4 ounces** of 100 percent juice per day.

Limit Screen Time (§47.71(d)(2))

- Allow children age 2 years and older a maximum of **30 minutes a week of screen time**. Screen time must be educational or actively engage children in movement. Screen time includes television, video and other visual recordings.
- Do not permit screen time for children younger than 2.

Limit Sedentary Time (§47.71(a)(4))

- Do not let children remain sedentary or sit passively for more than **30 minutes at a time**, except during scheduled rest or nap time.
 - Activities that provide movement and interaction such as table games, painting and tidying are *not* included in this restriction. Rather, this restriction limits passive sitting, such as in strollers or car seats used to restrict children’s movement while they are awake for reasons other than their primary purpose.

Note: Guidance documents are available on nutrition and physical activity best practices.

To review the full regulations, important forms and guidelines, visit nyc.gov/health/childcare (click “Information for Providers”).